Prince Edward Island
Department of Community and Cultural Affairs

Annual Report

For the Fiscal Year
April 1, 2000, to March 31, 2001

Cover Images

Murray Harbour Station
Circa 1905
(Elliot Lumsden, Photographer)

Government Pond
(postcard)
Circa 1907

Tracadie Lighthouse
1920

Victoria Park Roadway
Circa 1897

Fort Edward
Circa 1900

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Message of the Minister

The Honourable J. Léonce Bernard
Lieutenant Governor
Province of Prince Edward Island

May it Please Your Honour:

I have the honour to submit herewith the Annual Report of the
Department of Community and Cultural Affairs
for the fiscal year ended March 31, 2001.

Respectfully submitted,

Gail A. Shea
Minister
Community and Cultural Affairs

Deputy Minister's Overview / Tour d'horizon du sous-ministre

The Honourable Gail A. Shea
Minister of Community and Cultural Affairs
Province of Prince Edward Island

Madame Gail A. Shea
Ministre des Affaires communautaires et culturelles
Province de l'Île-du-Prince-Édouard

Honourable Minister:

I have the honour to submit to you the 2000-2001 Annual Report for the Department of Community and Cultural Affairs.

The purpose of this report is to serve as an accountability and information document for the department. It acts as a historical account providing consistent information over extended periods of time while offering the department an opportunity to promote the goals and activities of the department. These guidelines are outlined in Section 10.01 of the *Financial Administration Act*.

It is my pleasure to highlight some of the accomplishments of the Department of Community and Cultural Affairs:

Madame,

J'ai l'honneur de vous soumettre le rapport annuel 2000-2001 du ministère des Affaires communautaires et culturelles.

Ce rapport a pour but de servir de document de responsabilisation et d'information pour le ministère. Il remplit le rôle d'un compte rendu historique qui fournit des renseignements ordonnés pour de longues périodes de temps tout en offrant au ministère une occasion de promouvoir ses objectifs et ses activités. Les lignes directrices à ce sujet apparaissent à l'article 10.01 de la *Financial Administration Act* (Loi sur la gestion des finances publiques).
Je suis heureux de souligner quelques-unes des réalisations du ministère des Affaires communautaires et culturelles :

- The first new community library location in more than 15 years was opened in Stratford.
- The 2000 Provincial Heritage Fair was held at the Confederation Centre of the Arts with approximately 300 students exhibiting.
- The province held a very successful Provincial Winter Games in February 2000, hosted by communities throughout West Prince.
- The 911 Emergency Response System became operational on May 29, 2000, one month ahead of schedule, due in part to the individual and collective commitment of all partners.
- A new Canada-Prince Edward Island Infrastructure Program Agreement was negotiated during the year, with formal signing on October 6, 2000.

The department is committed to assisting Islanders through the provision of effective services. I would like to recognize and thank the employees of the Department of Community and Cultural Affairs for their hard work and dedication throughout the fiscal year and their continued contributions toward enhanced services for Islanders.

Respectfully submitted,

- Le nouvel emplacement de la bibliothèque communautaire de Stratford a ouvert ses portes. Il s'agit d'une première en plus de 15 ans.
- Environ 300 élèves ont exposé leurs œuvres lors de la Fête provinciale du patrimoine 2000 qui s'est tenue au Centre des arts de la Confédération.
- La province a connu beaucoup de succès avec les Jeux d'hiver provinciaux que les communautés de Prince-Ouest ont accueilli en février 2000.
- Le système d'intervention d'urgence 911 a commencé ses activités le 29 mai 2000, un mois avant la date prévue, en partie à cause de l'engagement individuel et collectif de tous les partenaires.
- Une nouvelle Entente Canada Île-du-Prince-Édouard sur le programme d'infrastructure a été négociée au cours de l'année, et la signature officielle a été apposée le 6 octobre 2000.

Le ministère s'est engagé à fournir des services efficaces pour aider les Insulaires. J'aimerais reconnaître et remercier le personnel du ministère des Affaires communautaires et culturelles pour son travail acharné, son dévouement au cours de l'exercice financier et sa contribution continue à l'amélioration des services aux Insulaires.

Le tout respectueusement soumis,

Ronald H. MacMillan
Deputy Minister
Le sous-ministre

Organizational Chart

Minister
Community and Cultural Affairs

Deputy Minister
Community and Cultural Affairs

Culture, Heritage, Recreation and Sport	Labour and Industrial Relations	Planning and Inspection Services	Policy and Administration

Our Vision:

Islanders will realize their potential in a safe, healthy and sustainable environment.

Our Mission:

To strengthen our communities by preserving the foundations of social development and public safety while setting new directions that encourage Islanders to maintain and enhance the province's unique physical and cultural characteristics.

Acts Administered by the Department of Community and Cultural Affairs

Archaeological Sites Protection Act
Archives Act
Archives and Records Act
Blind Worker's Compensation Act
Boilers and Pressure Vessels Act
Charlottetown Area Municipalities Act
City of Summerside Act
Confederation Birthplace Act
Electrical Inspection Act
Elevators and Lifts Act
Emergency 911 Act
Emergency Measures Act
Employment Standards Act
Fathers of Confederation Buildings Act
Fire Prevention Act
Heritage Places Protection Act
Labour Act
Lightning Rod Act
Lucy Maud Montgomery Foundation Act
Municipal Boundaries Act
Municipal Debenture Guarantee Act
Municipalities Act
Museum Act
North American Labour Cooperation Agreement Implementation Act
Pay Equity Act
PEI Firefighters Long Service Medal Act
PEI Lands Protection Act
Planning Act
Power Engineers Act
Provincial Building Code Act
Public Libraries Act
Rural Communities Fire Companies Act

Executive Summary

The year of 2000-2001 has been one of change for the Department of Community and Cultural Affairs. In April 2000, the Department of Community Services and Attorney General was split into two separate portfolios while maintaining one deputy minister. The Policy and Administration Division of the newly created Department of Community and Cultural Affairs also maintained responsibility for the financial, human resources, information technology and communication activities of the Office of the Attorney General (OAG).

The Department of Community and Cultural Affairs is comprised of four divisions:

- Culture, Heritage, Recreation and Sport
- Labour and Industrial Relations
- Planning and Inspection Services
- Policy and Administration Division

As mentioned above, the Policy and Administration Division is shared with the Office of the Attorney General but the report for this division is reflected in this annual report. The following is a summary description of the main functions within each division.

Minister's Office

This office serves as the chief executive office for the minister and deputy minister in all departmental operations and communications.

Policy and Administration Division

This division administers the department's personnel and financial affairs, develops policy initiatives and manages specialized programs. This division is now a shared resource group which serves both the Department of Community and Cultural Affairs and the Office of the Attorney General.

Culture, Heritage, Recreation and Sport Division

During 2000-2001, the Culture, Heritage, Recreation and Sport Division was transferred from the Department of Education to the Department of Community and Cultural Affairs.

The division also provides services to school libraries by acting as a liaison between government and provincial recreation and sport organizations.

Labour and Industrial Relations Division

The mandate of this division is to promote an environment of industrial peace and harmony by ensuring uninterrupted production of goods and services. The division administers the *Employment Standards Act* which establishes employee entitlements with respect to payment of wages, vacation pay, statutory holidays, notice of termination, minimum wage rates, overtime pay, and maternity and parental leave protection. This is done by providing factual information to the public through telephone contact, office interviews, information sessions, routine inspections and distribution of departmental literature.

Planning and Inspection Services Division

This division operates for the continued protection of public health and safety and the environment in the areas of boilers and pressure vessels, plumbing, propane, electrical and elevator, fire, emergency measures and sewage disposal.

The division also works to educate and advise municipalities regarding their respective municipal responsibilities. Through land-use planning, it undertakes several initiatives to ensure sustainable development of the land base of the province. This includes approval of subdivisions, issuance of building permits and approval of road access in those areas not governed by municipalities.

Accomplishments

The Department of Community and Cultural Affairs accomplished much during the 2000-2001 fiscal year. Highlights include:

- There has been significant increases in the use of the province's libraries. More than 800,000 items were circulated from libraries across the province throughout this fiscal year. This is a 34 per cent increase from the 1996-1997 level and accounts for the highest circulation ever recorded in the province.

- The first new community library location in more than 15 years was opened in Stratford. Through a partnership with Access PEI and the town of Stratford, the Public Library Service (PLS) was able to respond to the community's long-standing desire to have a library. The new library contains almost 10,000 volumes and provides the full range of library services as well as government services through Access PEI.

- In an effort to eliminate the overlap between the two funding programs, representatives of the Culture, Heritage, Recreation and Sport Division and the PEI Council of the Arts began discussions on revising both programs. A new Cultural Development Program brochure will be issued for the next fiscal year.

- The 2000 Provincial Heritage Fair was held at the Confederation Centre of the Arts with approximately 300 students exhibiting. Fifteen students were selected to represent PEI at the Historical Foundation National Heritage Fair in Ottawa-Hull held in July 2000.

- Regulations for the *Heritage Places Protection Act* were approved by the Lieutenant-Governor-in-Council in June 2000 allowing for full implementation of the legislation in 2001-2002.

- A very successful Provincial Winter Games was hosted in February by communities throughout West Prince. Through the efforts of 242 volunteers and 70 officials, 700 young athletes were able to participate in 15 separate sporting events over a three-day period.

- The Culture, Heritage, Recreation and Sport Division participated in the National Go for Green Program which placed specific emphasis on active transportation initiatives. Specific programs included the Active Safe Routes to School Program and Trailpaq under which 91 trails were mapped out within the province.

- The 911 Emergency Response System became operational on May 29, 2000, one month ahead of schedule, due in part to the individual and collective commitment of all partners.

- The Worker Adviser Office of the Labour and Industrial Relations Division was instrumental in initiating an annual meeting of provincial worker advisers. The first meeting was held in Charlottetown in June 2000.

- The civic addressing component of the 911 implementation project won national recognition for its innovative efforts during Technology in Government Week last year in Ottawa and is regarded by other jurisdictions as a model for regulating these essential public safety programs.

Sommaire

L'année 2000-2001 en a été une de changements pour le ministère des Affaires communautaires et culturelles. En avril 2000, le ministère et le Bureau du procureur général se sont séparés en deux portefeuilles distincts tout en gardant un seul sous-ministre. La division des politiques et de l'administration du ministère des Affaires communautaires et culturelles nouvellement créé a également conservé la responsabilité des ressources financières, des ressources humaines, de la technologie de l'information et des activités de communication du Bureau du procureur général (BPG).

Le ministère des Affaires communautaires et culturelles est composé de quatre divisions :

- Culture, patrimoine, loisirs et sports;
- Relations de travail et relations industrielles;
- Services de planification et d'inspection;
- Politiques et administration.

Tel que mentionné ci-dessus, la division des politiques et de l'administration partage ses activités avec le Bureau du procureur général. Toutefois, le rapport de cette division apparaît dans le rapport annuel. Voici maintenant une description sommaire des principales fonctions de chaque division.

Bureau du ministre

Ce bureau sert de direction générale au ministre et au sous-ministre dans toutes les activités et communications ministérielles.

Division des politiques et de l'administration

Cette division gère les affaires du personnel et des finances du ministère, élabore les initiatives politiques et gère les programmes spécialisés. Elle est maintenant un groupe de ressources partagées qui dessert le ministère des Affaires communautaires et culturelles et le Procureur général.

Division de la culture, du patrimoine, des loisirs et des sports

Au cours de l'année 2000-2001, cette division a été transférée du ministère de l'Éducation au ministère des Affaires communautaires et culturelles.

Division des relations travail et des relations industrielles

Le mandat de cette division consiste à promouvoir un environnement de paix industrielle et d'harmonie en assurant une production ininterrompue de biens et de services. La division gère la *Employment Standards Act* (Loi sur les normes d'emploi) qui établit les droits des employés relativement aux paiement des salaires, aux vacances, aux jours fériés, aux avis de cessation d'emploi, aux taux de salaire minimum, au paiement des heures supplémentaires, à la protection en matière de congé de maternité et de congé parental. Elle exerce ses activités en fournissant des renseignements précis au public au moyen des communications téléphoniques, des entrevues de bureau, des séances d'information, des inspections de routine et par la distribution de documents ministériels.

Division des services de planification et d'inspection

Les champs d'activité de cette division couvrent la protection continue de la santé et de la sécurité du public et l'environnement dans les domaines suivants : chaudières et appareils à pression, plomberie, gaz propane, électricité et ascenseurs, incendies, mesures d'urgence et évacuation des eaux usées.

La division travaille également dans le domaine de la formation et de la consultation auprès des municipalités au sujet de leurs responsabilités respectives. Au moyen de l'aménagement du territoire, elle entreprend plusieurs initiatives pour assurer le développement durable du territoire de la province. Cela comporte l'approbation des subdivisions, l'émission des permis de construction et l'approbation de l'accès aux routes dans les régions non régies par les municipalités.

Réalisations

Le ministère des Affaires communautaires et culturelles a accompli beaucoup au cours de l'année financière 2000-2001. Parmi les faits saillants, mentionnons :

- L'utilisation des bibliothèques de la province s'est accrue de beaucoup. Au cours de l'exercice, plus de 800 000 articles ont circulé dans le réseau provincial de bibliothèques. Cela représente une augmentation de 34 pour cent par rapport au niveau de 1996-1997, et c'est également le plus haut niveau de circulation jamais enregistré dans la province.

- On a ouvert l'emplacement de la première nouvelle bibliothèque communautaire en plus de 15 ans. Au moyen d'un partenariat entre Accès Î.-P.-É. et la ville de Stratford, le Service de bibliothèques public (SBP) a pu répondre au désir de longue date de la communauté qui voulait une bibliothèque. La nouvelle bibliothèque contient près de 10 000 volumes et fournit toute la gamme des services de bibliothèque ainsi que les services du gouvernement par le biais d'Accès Î.-P.-É.

- Dans un effort visant à éliminer le dédoublement entre les deux programmes de financement, les représentants de la Division de la culture, du patrimoine, des loisirs et des sports et le Conseil des arts de l'Î.-P.-É. ont entrepris des discussions en vue d'analyser les deux programmes. Un nouveau dépliant du Programme de développement culturel sera publié au cours de la nouvelle année financière.

- La Fête provinciale du patrimoine 2000 s'est tenue au Centre des Arts des la Confédération où environ 300 élèves ont exposé leurs œuvres. Quinze élèves ont été sélectionnés pour représenter l'Île à la Fête nationale du patrimoine de la Fondation Héritage Canada, à Ottawa-Hull, en juillet 2000. Les règlements de la *Heritage Places Protection Act* (Loi sur la protection des lieux patrimoniaux) ont été approuvés par le lieutenant-gouverneur en conseil en juin 2000, ce qui permettra une mise en œuvre complète de la loi en 2001-2002.

- Les communautés de Prince-Ouest ont accueilli en février des Jeux d'hiver provinciaux qui ont connu beaucoup de succès. Grâce aux efforts de 242 bénévoles et de 70 représentants officiels, 700 jeunes athlètes ont pu participer à 15 événements sportifs différents au cours d'une période de trois jour.

- La Division de la culture, du patrimoine, des loisirs et des sports a participé au programme national « *Vert* l'action » qui mettait l'accent sur les modes de transport actifs. Des programmes particuliers comprenaient le programme Aller-retour actif et sécuritaire pour l'école, et SentierPAQ sous lequel on a tracé 91 cartes de sentier de la province.

- Le système d'intervention d'urgence 911 est entré en activité le 29 mai 2000, un mois avant la date prévue, en partie à cause de l'engagement individuel et collectif de tous les partenaires.

- Le Bureau des conseillers des travailleurs de la Division des relations de travail et des relations industrielles a joué un rôle dans la mise en place de réunions annuelles des conseillers des travailleurs. La première a eu lieu à Charlottetown en juin 2000.

- On a accordé une reconnaissance nationale au projet de mise en place de la composante d'adressage de voirie du 911 pour ses efforts de créativité durant la Semaine de la technologie dans l'administration gouvernementale, l'an dernier. Les autres régions du pays voient un tel système comme un modèle de régulation des programmes de sécurité publiques semblables.

Culture, Heritage, Recreation and Sport

Mandate

During 2000-2001, the Culture, Heritage, Recreation and Sport Division was transferred from the Department of Education to the Department of Community and Cultural Affairs.

The mission of the division is:

- to provide leadership and services to the residents of Prince Edward Island in the areas of information management, library services, historic preservation and documentation;
- to promote productive leisure time activities and economic development in the cultural field; and
- to improve the quality of the health of all Islanders through active living and the participation in sport and recreation activities.

The division also provides services to school libraries by acting as a liaison between government and provincial recreation and sport organizations.

Division Overview

The division is organized into four sections: the Provincial Library Service (PLS), the Public Archives and Records Office (which includes recorded information management services for government), Culture and Heritage, and Recreation and Sport. Both the Provincial Library Service and the Public Archives and Records Office are created pursuant to legislation. The delivery of service in most areas is through local delivery by field officers and branch libraries.

Culture, Heritage, Recreation and Sport Division

- Provincial Library Service
- Public Archives and Records
- Culture and Heritage
- Recreation and Sport

Provincial Library Service

Library services in PEI are provided through partnerships with communities under the terms of the *Public Libraries Act*. Section nine of that legislation requires a separate annual report to be tabled in the Legislature for the Provincial Library Service. That report contains additional information and statistics regarding library activities. Copies of the annual report are available from the Provincial Library Service.

The PLS is responsible for the operation of the province-wide public library system and for the provision of technical support services for the public schools of the province. The legislation formalizes the partnership arrangements which have been the foundation of libraries since the establishment of the PEI Libraries in 1933. The provincial government, through the Provincial Library Service, provides materials (including books, video and audio tapes, compact discs and other formats), branch library staff, management, planning, evaluation and technical services for the system. Communities have a role in delivering the service, which in most locations consists of providing and maintaining facilities where these libraries are housed, as well as the purchase and maintenance of library equipment such as shelving and seating. In two school-housed public libraries, the partnership extends to the schools in which the libraries are located.

Provincial Library headquarters, which includes administration and technical services, is located in Morell. This office manages the ordering, processing, and cataloguing of materials for the public libraries and offers these services to the 66 schools in the province.

Services to the public are delivered through various locations. In Charlottetown, the Confederation Centre Public Library provides public services to a wide area centered in the city but also serves as a central library resource for the whole province. Also in Charlottetown, and administered through the Confederation Centre Public Library, is the Government Services Library, a central government documents facility. The video collection of the PLS, also found at the Confederation Centre Public Library, is a major resource for schools and teachers.

Owing to the number of branch libraries located in smaller communities, Prince Edward Island has one of the highest rates of library access in Canada. Few Islanders live more than 15 kilometres from a library. Libraries are located in Alberton, Tignish, O'Leary, Tyne Valley, Abrams Village (French collection), Summerside, Kensington, Borden-Carleton, Kinkora, Crapaud, Breadalbane, Hunter River, Cornwall, Charlottetown (French collection), Stratford, Mount Stewart, Morell, St. Peters Bay, Souris, Georgetown, Montague, Murray Harbour and Murray River.

The Provincial Library Service offers resources in French in a number of locations. The school-housed public libraries at Abrams Village and the Carrefour de l'Île Saint-Jean are French libraries with limited English language resources. French materials are also found at a number of other libraries in communities with French-speaking residents or French immersion school programs.

Highlights and Initiatives

- There was a significant increase in the use of the province's libraries. More than 800,000 items were circulated from libraries across the province throughout this fiscal year. This is a 34 per cent increase from the 1996-1997 level and accounts for the highest circulation ever recorded in the province. Library memberships increased by 16 per cent to reach a total of 46,000. One in every three Islanders now has a library card. (Part of this continuing success is due to the popularity of *Abbycat*, the automated provincial library catalogue which allows access to the holdings of the entire provincial collection from computer terminals in libraries and from homes, schools, community access sites and other locations across the province and around the world.)
- More than 1,500 library programs, ranging from story times for children to poetry readings, were held in branch libraries across the province with a total attendance of 18,000.

- Public use of library Internet facilities continued to rise. In 2000-2001, 44,600 Internet sessions were recorded. This represents an increase of more than 80 per cent over the last two years. A province-wide licence enabling library card holders to access online databases from their homes as well as libraries was negotiated. During the first quarter of 2001, almost 8,000 searches of the database were recorded.

- The first new community library location in more than 15 years was opened in Stratford. Through a partnership with Access PEI and the town of Stratford, the PLS was able to respond to the community's long-standing desire to have a library. The new library contains almost 10,000 volumes and provides the full range of library services as well as government services through Access PEI.

- With increased funding and donations, the size of the collection rose to 306,000 volumes encompassing 210,000 titles. In addition, more than 30,000 items have partial cataloguing. More than 23,000 new volumes were added to the collection. Of these almost one in three was donated to the library by the public.

Public Archives and Records Office

The Public Archives and Records Office (PARO) operates under the authority of the *Archives Act*. It is comprised of the historic records unit, or archives, and the recorded information management unit. The Historic Records Program of the Public Archives and Records Office acquires, preserves, and makes accessible the historically relevant records of the Government of Prince Edward Island and all those private sector records which provide significant documentary evidence of the history of PEI. The Recorded Information Management Program (RIM) encourages all government departments and agencies to recognize information as a valuable asset and assists them in the effective and cost-efficient management of recorded information in all formats from its creation to final disposition.

Historic Records Unit

Public Service

During 2000-2001, research visits at the Public Archives decreased marginally to 6,400, a figure that still puts the Public Archives in first place as the busiest provincial archive in Canada relative to staffing levels. The proportion of registered researchers remained steady with approximately 73 per cent from Canada (including 58 per cent from PEI), 26 per cent from the United States, and 1 per cent from other countries including the United Kingdom, Australia and New Zealand. Although attendance is becoming somewhat more uniform throughout the year, summer remains the peak season when the large majority of researchers are again conducting genealogical research. Assistance on the reference desk during the summer was provided by a student hired through the Young Canada Works Program who also devoted part of her time to the processing of collections.

In January 2001, the Public Archives introduced a new permanent registration system which proved popular with our researchers, combined with an electronic check-in system which will give a more accurate picture of the use of the facility. Beginning in June 2000, comment cards were made available to researchers and the response has been overwhelmingly positive in terms of staff courtesy, promptness and assistance. Some concerns were expressed about overcrowding in the facility and the lack of air-conditioning. Reference desk statistics were also kept concerning the number of researchers at specific times of day, the number of retrievals, reels of microfilm re-shelved, and the number of contacts with the public. These revealed a fairly consistent daily usage pattern with the exception of Thursday evenings which continues to be a peak demand period as it is the only evening that the facility is open.

The number of inquiries received by the Public Archives continued to grow with the greatest increase in e-mail which now comprises more than 60 per cent of all inquiries received. Staff time spent responding to these inquiries is now seriously encroaching on other archival activities and revisions may have to be made in the ranges of service which the Public Archives can provide in response to inquiries.

The Web site of the Public Archives continues to be a popular way for the public to access information about the services and resources of the facility. During the fiscal year, in cooperation with the PEI Genealogical Society, the head of household indexes in the 1891 and 1901 censuses were replaced by the full indexes to every individual on the site. The search capability was made more responsive resulting in easier and more relevant information access for the researcher. In addition, as photographic exhibits were mounted in the lobby of the Public Archives, they were also made available on the Web site.

Activity Measurement	2000-2001	1999-2000	1998-1999	1997-1998	1996-1997
Research visits	6,427	6,784	6,915	6,062	5,923
Written and phone inquiries	1,115	944	960	978	731
Photos reproduced	869	845	695	674	766
Microfilm reels produced	17	11	22	18	42
Pages of documents copied for researchers (prior to 1998 includes all copying)	25,176	21,877	22,019	34,542	35,300

Holdings Management

During the year, staff activities, as well as those of project personnel paid by grant funds received through cost-shared Control of Holdings and Canadian Archival Information Network Programs of the Canadian Council of Archives, were primarily directed toward the retrospective conversion of 185 finding aids to a standard Rules for Archival Description format. This ongoing work is essential to the development of the provincial database of archival holdings, a component of the projected Canadian Archival Information Network (CAIN). This system is designed to make information about archival holdings available to researchers across the country.

CAIN grants were utilized to refine the provincial network so it can be used as an in-house tool for the direct entry of new and retrospective conversion descriptions as well as for staff searching. This was facilitated by the purchase of additional computers and software. Administrative functions were developed in the system to allow for the addition of physical control information and the printing out of reports and index cards. In addition, 145 lower level file or item listings were scanned and linkages were created to add to the database to give the researchers a greater awareness of the contents of a particular collection.

The Public Archives continued to spearhead the development of the provincial archival network by providing advice and information to other institutions concerning the network, assisting with the description and entry of collections and providing standards assurance. Discussions were also held with information technology personnel regarding the hardware, software, and support systems necessary for the eventual transfer of the system to the Internet.

During 2000-2001, PARO acquired 46 new collections as well as 53 additions to existing collections. Among the new materials received were the papers of Dr. Malcolm Beck, business and personal records of the Lowe and Stramberg families, papers relating to the CCF and NDP political parties from the collection of Douglas MacFarlane, and records of the Charlottetown Y's Men's Club. Two important diaries were added to already existing collections: the World War I diary of Frank Walker and the diary of H.J. Cundall from April 1898 to December 1900. Several additions were also made to collections of school registers and of family histories.

Unfortunately, with the continuing increase in the area of public service, many additions to the holdings of PARO are not able to be processed nor are finding aids able to be produced in a timely fashion thereby creating a backlog of potentially significant materials which are presently unavailable for research.

Recorded Information Management Unit

Implementation of RIM

The Recorded Information Management (RIM) Program continues to offer services to all government departments and agencies. It reviews and monitors the government-wide Recorded Information Management Policy and continues to develop other policies and procedures related to information management. In addition, the program offers advisory services, training in records management and related areas to government personnel, makes presentations to senior management, and provides off-site storage and retrieval services.

Major RIM projects undertaken during the fiscal year include a preliminary inventory of all government holdings; an inventory of the records and development of an Operational File Classification Plan for the Department of Tourism; records conversion for the Division of Culture, Heritage, Recreation and Sport; and the development of records retention schedules for the Provincial Treasury, the Public Service Commission, Treasury Board, the Department of Community and Cultural Affairs and Executive Council.

Research was also conducted into Electronic Management Systems and government-wide guidelines were developed for e-mail and electronic record keeping government. In addition, a review of the Administrative and Operational File Classification System was undertaken.

To meet its goal of managing recorded information from creation to disposition in all formats, the Records Information Management Program monitors and assists each department to develop a RIM plan, to conduct an inventory of record holdings, to adopt a standard file classification system and to develop records retention and disposition schedules. The table below shows the percentage of implementation of the RIM program in government departments to date. The preliminary inventory of departmental records taken in 2000-2001 has revealed a volume of records not dealt with by departments consequently considerably lowering the percentages of implementation from the last fiscal year.

Information Management Implementation by Departments as of March 31, 2001

	Planning	Inventory	Conversion	Scheduling	Total
Percentage of total task/ department	10%	30%	30%	30%	100%
Agriculture and Forestry	1	10	5	1	17
Community and Cultural Affairs	0	20	5	12	27
Development and Technology	0	2	2	2	6
Education	7	28	28	1	57
Fisheries, Aquaculture and Environment	2	28	28	1	59
Health and Social Services	10	10	2	5	27
Attorney General	0	5	2	5	12
Provincial Treasury	0	2	7	3	12
Tourism	0	20	0	0	20
Transportation and Public Works	2	30	25	25	82
Public Service Commission	3%	0%	5%	6%	14%

Provincial Records Centre

The Provincial Records Centre continues to provide low cost storage and retrieval services to all government departments. In 2000-2001, a total of 32 shipments of records, totalling 831 boxes, were accessioned, labelled and shelved.

The number of retrievals rose by 50 per cent to 786. The biggest users of this service were the departments of Transportation and Public Works and Health and Social Services, and the Courts.

Provincial Records Centre – Statistics

(Linear feet)	2000-2001	1999-2000	1998-1999	1997-1998	1996-1997
Records destroyed by departments under authority	2,031	1,866	1,925	2,061	2,001
Number of files retrieved from Records Centre	945	250	316	514	786
Records transferred to Records Centre storage	977	548	1,589	813	831
Records sent for Final Disposition from Records Centre	52	583	224	199	119
Occupancy at Records Centre (as of March 31, 2001)	2,548	2,513	3,878	4,572	5,284
Occupancy at Other Sites (Confed & Coles Bldg)	1,092	1,092	508	508	508

Training

Two three-day Recorded Information Management courses offered by the staff of the Public Archives and Records Office at the Agriculture Research Station in Charlottetown were attended by 46 government personnel. This brings the total number of participants in these courses to 195.

Culture and Heritage

This section of the division focuses on the promotion of the arts and cultural industries, the protection of heritage resources and the support and promotion of museums. Programs include the Cultural Development Program, the Acadian Cultural Development Program and support to a number of groups including the Prince Edward Island Council of the Arts, Theatre PEI, regional arts councils and the Community Museums Association. The section provides activities and staff support relating to the *Heritage Places Protection Act*, the *Archaeological Sites Protection Act* and the *Museum Act*. The Prince Edward Island Museum and Heritage Foundation prepares a separate annual report which is available from the museum.

Highlights and Initiatives

- The Cultural Development Program provided 42 individuals and 21 organizations with funding for 71 projects during the 2000-2001 fiscal year. During the same period, 45 projects received support from the PEI Council of the Arts Program.
- In an effort to eliminate the overlap between the two funding programs, representatives of the Division of Culture, Heritage, Recreation and Sport and of the PEI Council of the Arts began discussions on revising both programs. A new Cultural Development Program brochure will be issued in the next fiscal year.
- With new submission deadlines of April 30 and October 30 imposed, the Acadian Cultural Development Program supported 56 projects during this period.

- Three additional pieces of artwork were purchased for the Provincial Art Bank. Two of the pieces were selected in conjunction with the Great Garden of the Gulf Juried Exhibition, held each year at the Confederation Centre of the Arts. The art pieces continue to be displayed in government offices, meeting rooms and waiting areas for viewing by the public.

- The 2000 Provincial Heritage Fair was held at the Confederation Centre of the Arts with approximately 300 students exhibiting. Fifteen students were selected to represent PEI at the Historical Foundation National Heritage Fair in Ottawa-Hull held in July 2000.

- Regulations for the *Heritage Places Protection Act* were approved by the Lieutenant-Governor-in-Council in June 2000 allowing for full implementation of the legislation in 2001-2002.

- Appointments were made to the Heritage Places Advisory Board with four new members being named and one previous member reappointed.

- Under the direction of the Public Land Review Subcommittee, department staff participated in an inter-departmental review of coastal properties to identify heritage resources present.

- As a part of the provincial environmental assessment process, archaeological surveying and monitoring was undertaken at the site of the new North Lake fish processing plant and at Greenwich.

- Survey work undertaken by the Canadian Museum of Civilization identified several new archaeological sites in the Greenwich area during July 2000.

Recreation and Sport Section

This section promotes and supports opportunities for individuals to participate in recreation and sport activities to the extent of their interest and ability. The section supports communities in providing broad-based recreational opportunities to their residents and supports educational activities and programs relating to the acquisition of leadership and technical skills in fitness and amateur sport. It also plays a significant role in the support of the Canada and Provincial Games, of regional recreation and sport organizations and in the delivery of the National Coaching Certification Program. Sport in Prince Edward Island is guided by over 40 constituted Provincial Sport Organizations. The section provides these organizations with ongoing financial support as well as consultative services. A major concern has been the relationship between participation in physical activity and the health levels of Islanders. During 2000-2001, several programs and initiatives were reviewed and modified to give a higher profile to this concern.

The activities of the Sport and Recreation Section have been shaped by, and have focused on, items identified in the 1995 Provincial Sport Plan and the goals for the Culture, Heritage, Recreation and Sport Division identified through the Department of Education Strategic Planning exercise in 1999. Staff of the section are located in field offices in O'Leary, Summerside and Charlottetown.

Highlights and Initiatives

- A study was completed of the Sport Facility Requirement on Prince Edward Island which was received by government in April 2000. Subsequent to receipt of the report, Executive Council appointed an interdepartmental committee to review the study and recommend appropriate action. This report was also released to the public for viewing.

- A very successful Provincial Winter Games was hosted in February by communities throughout West Prince. Through the efforts of 242 volunteers and 70 officials, 700 young athletes were able to participate in 15 separate sporting events over a three-day period.

- The Sport and Recreation Section continued its long-standing relationship with a wide variety of provincial and community organizations throughout the province. Through a well-developed network, the section has relationships with over 200 organizations across the province. In 2000-2001, funding assistance was provided to approximately 125 different organizations through the Provincial Amateur Sport Assistance Program and the Community Recreation Support Program.

- New non-traditional partnerships were developed throughout the province to enhance the delivery of recreation opportunities for all residents. The conclusion of the Recreation 2000 Program in Kings Country and the Community Resource Project in Kensington are examples of projects initiated by the section that are a collaborative effort between the Sport and Recreation Section, HRDC, Community Mobilization Fund, participating municipalities and the Eastern and Western School Boards. It appears that these projects will be sustainable in some communities in the long term.

- The Sport and Recreation Section prepared for the province's participation in both the 2001 and 2003 Canada Games. Preparation for these games requires a four-year commitment on behalf of participating sport bodies.

- The section was involved in the consultation process leading to the development of a new Federal Sport Policy. It is anticipated that new opportunities will exist for sport development in the province as a result of this process.

- The section assisted the PEI Active Living Alliance in its work to increase Islanders' Awareness of the importance of physical activity and how to be active. A draft strategic plan was developed to guide the alliance in accomplishing the goal of PEI becoming Canada's Most Active Healthy Province. Progress has been made in strengthening the alliance, its membership, and community partnerships as it has established close working relationships with some of its member organizations. The alliance has become involved with the Healthy Child Development Strategy to heighten the profile of physical activity within the strategy, as well as public education initiatives including displays at community events, visits to various community groups and workplaces, public education sessions and media campaigns. In partnership with the Canadian Diabetes Association and Health Canada, the alliance is researching barriers to physical activity and effective ways to motivate women over the age of 40 to become more active.

- The section participated in the National Go for Green Program which placed specific emphasis on active transportation initiatives. In particular, the Active Safe Routes to School Program and Trailpaq under which 91 trails were mapped out within the province.

Labour and Industrial Relations Division

Mission

The mission of the division is to promote an environment of industrial peace and harmony by ensuring uninterrupted production of goods and services.

Labour and Industrial Relations Division

- Employment Standards Division
- Employment Standards Board
- Labour Relations Board

Highlights and Initiatives

- During the period April 1, 2000, to March 31, 2001, the Prince Edward Island labour force averaged 74,000. A total of 14,200 persons were unionized as of March 2001.
- Labour Canada quotes major collective bargaining settlements for all industries in 2000, provided base rate wage adjustments averaging 2.5 per cent annually over the contract term – this is an increase from 2.2 per cent in 1999. Wage adjustments averaged 2.5 per cent for public sector, an increase from 1.9 per cent in 1999, and 2.3 per cent for private sector, a decrease from 2.6 per cent in 1999.
- Statistics Canada shows Prince Edward Island average weekly earning industrial aggregate for March 2001 as $524.72 compared to $494.81 in March 2000. This represents an increase of 5.7 per cent.

During the reporting period, the minister appointed a conciliation officer for the following cases:

- Canadian Union of Public Employees Local 501 and City of Charlottetown (Waste Water Plant) (Settlement)
- PEI Union of Public Sector Employees and Public Sector Employees Staff Union (Settlement)
- International Union of Operating Engineers and Regional Health Authorities of PEI (No Settlement)
- Canadian Union of Public Employees, Local 501 and City of Charlottetown (Settlement)
- Canadian Union of Public Employees Local 830 and City of Charlottetown (Water and Sewer Department) (Settlement)
- Prince Edward Island Union of Public Sector Employees and The Regional Health Authorities (No Settlement)
- Union of Public Sector Employees and Community Inclusions (Ongoing)

The Worker Adviser Program opened 94 new cases while administering 78 active files. In addition, the office received 2,500 requests for information. During the reporting period, 18 cases went to internal reconsideration and were successfully argued.

The Worker Adviser Office was instrumental in initiating an annual meeting of provincial worker advisers. The first meeting was held in Charlottetown in June 2000.

Employment Standards Division

Mission

The mission of the Employment Standards Division is to administer the *Employment Standards Act*. The act establishes employee entitlements with respect to payment of wages, vacation pay, statutory holidays, notice of termination, minimum wage rates, overtime pay and maternity and parental leave protection.

Highlights and Initiatives

- The division, in carrying out its mission, provides factual information to the public through telephone contact, office interviews, information seminars, routine inspections and distribution of departmental literature. Several information seminars were conducted throughout the province.

- More than 6,300 pieces of information and legislation were printed and distributed. The new Employment Standards Guide has proven to be very useful to employers and employees. This information is available to the public through the Access PEI offices and at 31 Gordon Drive.

- During the period April 1, 2000, to March 31, 2001, the division was called upon to investigate 185 formal complaints, of which 74 resulted in collection of monies. Sixteen judgements were entered and the amount involved was $10,343.39. The amount recovered from the judgments totalled $2,510.

- The sum of monies recovered from the 74 formal complaints totalled $31,854.

- The division handled 6,920 inquiries and conducted 231 office interviews during the period April 1, 2000, to March 31, 2001. Changes to Employment Insurance legislation continues to have a significant effect on the workload of the branch.

- A change was made to the *Employment Standards Act* to provide for 52 weeks leave of absence for maternity/parental/adoption leave.

Employment Standards Board

Chair: Ab Ferris
Vice-chair: George Cantelo

The primary role of the Employment Standards Board is to hear appeal presentations from employers or employees relevant to alleged violations of the *Employment Standards Act*. The board periodically makes recommendations to the Lieutenant Governor in Council on changes to the Minimum Wage Order.

During the period April 1, 2000, to March 31, 2001, the board met on 11 occasions and dealt with 23 matters.

Members comprising the board are as follows: Wayne Vessey, June Glover, George Beck, Mary Jane Hackett, Deborah Matthews and Glenda Burt.

Labour Relations Board

Chair: Robert MacArthur
Vice-chair: (Vacant)
Chief Executive Officer: Roy J. Doucette

Employer Representatives	Employee Representatives
Keith Warren	Judy Goodwin
Gerald Doyle	Ted Crockett
Brendon McGinn	Ray McBride
Brian Norrie	Elizabeth MacFadyen

The Labour Relations Board provides a quasi-judicial process to resolve applications that either management or labour may bring before it. The board attempts to provide a speedy resolution for all matters while at the same time trying to provide for and maintain harmonious labour relations in the province.

During the fiscal year 2000-2001, the board received 22 applications and each of these has been settled, withdrawn or determined.

The Labour Relations Board is located in the J. Elmer Blanchard Building, 31 Gordon Drive, Sherwood, PEI.

Planning and Inspections Services Division

Mandate

The Planning and Inspection Services Division is a regulatory environment mandated with stewardship of land, the protection of public health and safety, and the natural environment. The development of land policy strives to achieve sustainability of the land base of the province. This objective is supported through the administration of licenses and permits and the application of minimum requirements in building and development, highway access, and the subdivision of land. Protection of public health and safety is sought through regular inspections of boilers and pressure vessels; inspection of plumbing, propane gas, electrical and elevator installations; barrier-free design; sewage disposal and fire safety regulations.

Other important components of public safety are provided through the 911 Emergency Response System and the activities of the Emergency Measures Organization. This division is also responsible for the administration of the Canada-PEI Infrastructure Program.

The division administers its programs from the Elmer J. Blanchard Building, 31 Gordon Drive in Charlottetown and several Access PEI sites. Through cooperation and coordination with other departments, the division is able to provide improved service delivery across the province. As well, through a flexible hour policy, extended hours of service are available at the Charlottetown office.

Planning and Inspection Services Division

- Administration and Customer Services Branch
- Inspection Services Branch
- Boilers, Pressure Vessels and Plumbing Branch
- Municipal Affairs Branch
- Provincial Planning Branch
- Office of the Fire Marshal
- 911 Administration
- Emergency Measures Organization

Administration and Customer Services Branch

The Administration and Customer Services Branch is staffed by a manager, and six safety standards technicians who provide assistance to contractors, land surveyors and the general public. They are responsible for processing and distributing all applications, permits and licenses required to meet legislated requirements and development standards.

Client services statistics indicate an increase in office visits and telephone inquiries. Much of this can be attributed to the positive response resulting from a public education campaign highlighting the importance of posting civic address signs.

The branch is also responsible for all administrative, financial and personnel functions as well as the scheduling, retrieval and control of divisional records.

Inspection Services Branch

The Inspection Services Branch is comprised of a manager, three chief officers and 13 safety officers/inspectors responsible for the integrated delivery of regulatory programs in the areas of fire safety and prevention, building and property development, boilers, pressure vessels and plumbing safety plus electrical, elevator and amusement device safety.

In order to address the needs of contractors, the branch has participated in a number of training seminars over the past year on applicable code and regulation requirements.

Work continues with the engineers' and architects' associations to address concerns with respect to a proposal for adoption of the National Building Code of Canada.

A breakdown of the various branches of the section with an account of their activities follows:

Electrical and Elevator Inspection

The Electrical and Elevator Inspection Section is responsible for the administration of the *Electrical Inspection Act*, the *Elevator and Lifts Act* and the *Lightning Rod Act*. The section is staffed by three senior electrical inspectors, each of whom is assigned responsibility of a particular area of the province, and a chief elevator inspector who will assume responsibility for amusement device inspections when the act is proclaimed and regulations adopted.

The following statistics indicate the activity of the Electrical and Elevator Inspection Section during the five-year period:

Permits, Inspections, Licences and Fees

	2000-2001	1999-2000	1999-1998	1998-1997	1996-1997
Electrical installation permits issued	3,508	3,479	3,634	3,604	3,656
Power connection permits issued	2,460	2,078	2,305	2,973	2,641
New elevator installations	24	11	6	11	10
Annual elevator installations	328	305	282	276	266
Electrical contractors licensed	207	225	222	227	225
Journeyman electricians (three-year license renewal)	0	0	0	0	0
Apprentice electricians licensed		49	56	48	50
Special electricians licensed	32	28	46	38	36
Lightning rod firm licensed	1	1	1	1	2
Lightning rod inspections		0	8	14	32
Fees collected	$263,408	$263,212	$260,561	$281,684	$281,229

Building and Development

This section is staffed by a chief officer, five property development officers and three seasonal development officers. It administers and enforces the *Planning Act* and Regulations, *Roads Act* Highway Access Regulations, *Building Code Act* Barrier Free Design Regulations, and the *Environmental Protection Act* Sewage Disposal Regulations which combine to provide minimum requirements for all aspects of building and development, on-site sewage disposal, highway access, barrier-free design and the subdivision of land.

The property development officers guide clients through the development approval process including consultation, site planning, site assessment and compliance with the regulations. The property development officers have the responsibility of processing applications for subdivisions creating five lots or less. The approval of larger subdivisions lies with the senior subdivision control officer in the Provincial Planning Branch.

Administration and enforcement of the *Environmental Protection Act* Sewage Disposal Regulations includes licencing of sewage disposal system contractors and registration of installers. During the past year, 76 contractors and 107 installers were licensed and registered.

During the 2000-2001 fiscal year, permits were approved for 1,258 structures, 1,039 sewage disposal systems and 28 entrance ways. Only 11 applications were denied, representing 0.9 per cent of the total received. There was a decrease of 84 development permits issued compared to the same period in 1999-2000, representing a 6.2 per cent decrease.

The following tables show permits issued and application fees received for building and sewage in the Access PEI centres.

Permits Issued

	2000-2001		1999-2000		1998-1999		1997-1998		1996-1997	
Location (region)	Building	Sewage	Building	Sewage	Building	Sewage	Building	Sewage	Building	Sewage
Montague/ Souris	292	248	348	278	301	205	285	220	284	292
Charlottetown	453	454	464	380	409	383	427	309	379	362
Summerside/ O'Leary	513	337	530	360	544	289	480	325	516	324
Totals	1,258	1,039	1,342	1,018	1,254	877	1,192	854	1,170	978
Totals all areas	2,279		2,360		2,131		2,046		2,157	

Fees Collected

	2000-2001		1999-2000		1998-1999		1997-1998		1996-1997	
Location (region)	Building	Sewage	Building	Sewage	Building	Sewage	Building	Sewage	Building	Sewage
Montague/ Souris	total fees all regions $95,033	total fees all regions $69,473	total fees all regions $106,046	total fees all regions $92,814	$21,105	$12,270	$24,805	$9,945	$17,710	$7,515
Charlottetown					31,440	21,960	31,051	15,392	29,387	11,550
Summerside/ O'Leary					35,010	18,540	35,161	19,500	34,625	9,300
Totals	$95,033	$69,473	$1,342	$1,018	$87,555	$52,770	$91,017	$44,837	$81,722	$28,365
Totals all areas	$164,506		$198,860		$140,325		$135,854		$110,087	

The following table shows a breakdown in percentages of development/building permits issued for various uses by region. The miscellaneous permits include additions, alterations, re-locations, accessory buildings and structures.

Development Permit/Building Permits By Use

Permit Type	Charlottetown	Montague/ Souris	Summerside/ O'Leary	Number of Permits	% of Total
Residential	150	62	146	358	28.4 %
Mobile Homes	7	15	15	37	2.9 %
Summer Cottages	94	47	121	262	20.8 %
Rental Cottages	19	9	10	38	3.0 %
Travel Trailers	4	7	11	22	1.7 %
Industrial/Commercial	15	12	19	46	3.7 %
Private Garage/Storage	66	48	50	164	13.0 %
Building Additions	38	49	51	138	11.0 %
Agricultural Development	18	10	36	64	5.0 %
Miscellaneous	42	33	54	129	10.2 %
Totals	453	292	513	1258	100 %

Total Development Permit/Building Permits

	2002-2001	1999-2000	1998-1999	1997-1998	1996-1997
Total Permits	1258	1342	1254	1192	1179

Subdivision Development

During the fiscal year, a total of 871 subdivision applications were received and filed, resulting in $92,816 in fees. Final approval was granted for 564 of the subdivision applications, containing a total of 841 lots. Seven applications were denied. The following list shows the use of lots created by the approvals:

Subdivision Applications Approvals

	2000-2001	1999-2000	1998-1999	1997-1998	1996-1997
Single family dwelling	405	405	410	348	313
Summer cottage	203	203	211	159	99
Commercial	23	23	35	50	14
Miscellaneous	210	210	485	593	99

Seven subdivision applications were filed for record purposes only. The remaining 153 applications were either approved in principle, or held pending completion. Staff also considered 140 applications for site suitability assessments of existing lots.

Boilers, Pressure Vessels and Plumbing Branch

This branch, staffed by a chief inspector and five inspectors, administers the *Boilers and Pressure Vessels Act* and regulations, along with the *Power Engineers Act* and regulations. The primary objective is to ensure the protection of life and property where boilers, pressure vessels and liquefied petroleum gas are being used.

The branch also administers, under the *Environmental Protection Act*, Sewage Disposal Regulations, a Code for Plumbing Services which adopt the Canadian Plumbing Code. Three inspectors in the Charlottetown office have been cross-trained to carry out final installation inspections of all on-site sewage disposal systems for compliance with the regulations. In Kings County and West Prince these inspections are carried out by the property development officers.

The Boiler Pressure Vessel and Plumbing Branch provides the following services:

- design, review and registration of boilers, pressure vessels, pressure piping and fittings;
- tests, inspects and issues certificates for boilers and pressure vessels;
- reviews and registers welding procedures, and qualification testing of welders and brazers;
- registers quality control manuals and licensing mechanical contractors;
- approves and registers plans for LP Gas systems, random inspection of consumer sites, plants and vehicles, and the issuance of repair orders;
- examines, certifies and licenses personnel involved in handling propane gas including fabrication, installation and repair;
- examines, certifies and licenses power engineers and registration of power plants;
- issues plumbing permits, inspecting and testing plumbing systems; and
- inspects on-site sewage disposal system installations.

Boilers and Pressure Vessels Activity

	2000-2001	1999-2000	1998-1999	1997-1998	1996-1997
Design Registration:					
Boilers, Pressure Vessels, Pressure Piping and Fittings	483	483	443	434	491
Inspection and Investigation:					
Boilers and Pressure Vessels	2346	2346	1672	1931	2119
LP Gas Bulk Trucks, Plants, Consumer Sites, Pressure Tests and Reinspection	202	231	282	298	268
LP Gas Permits Issued	176	261	239	249	212
Accidents	0	0	0	0	0
Injuries Fatalities	0	0	0	0	0
Potential Hazards	123	223	161	91	140
LP Gas Certified Personnel: Bulk Plant Operator, Dispenser Operator, Tank Truck Operator, Domestic Gas Fitter, Cargo Line Operator and Industrial Gas Fitter	189	180	319	328	321
Examinations Conducted	26	58	66	78	122
Licensed Power Engineers:					
First Class, Second Class, Third Class, Fourth Class	235	260	347	330	N/A
Refrigeration A and Refrigeration B	27	26	16	16	318
Examinations Conducted	52	79	84	86	122
Registered Plants Requiring Licensed Power Engineers	51	51	69	69	69
Welding/Brazing Procedures Certified	7	22	25	19	9
Welders/Brazers certified	128	136	120	115	81
Registered Mechanical Contractors	109	106	112	127	110
Plumbing Permit Activity:					
Plumbing Permits Issued	987	1035	820	795	861

Municipal Affairs Branch

The Municipal Affairs Branch, staffed by a manager and a municipal planner, continues to provide technical and administrative advice based on the legislative requirements of the *Municipalities Act*, the *Charlottetown Area Municipalities Act*, and the *City of Summerside Act* to the 75 incorporated municipalities within the province. Based on the provisions of the *Planning Act*, staff also oversee and provide recommendations on the approval of municipal official plans and municipal land use bylaws.

In the spring of 2000, in partnership with the cities of Charlottetown and Summerside, and the town of Stratford, the Municipal Affairs Branch contracted an independent consulting firm to determine the most appropriate level of government to deliver specific services. The final report was presented to the participating partners in December 2000.

For several years prior to the 2000-2001 fiscal year, the department collaborated with the cities of Charlottetown and Summerside and the towns of Cornwall and Stratford in a review of the legislation governing these municipalities. As a result, many concerns were addressed through legislative amendments during the spring and fall sessions of the Legislature.

In November 2000, municipal elections were conducted and approximately 500 people were chosen to govern PEI's municipalities. To familiarize newly elected officials and appointed municipal officers with their responsibilities, the branch, in cooperation with the Federation of Prince Edward Island Municipalities, hosted a municipal orientation session in February.

Municipal Affairs continues to maintain a municipal directory, a municipal bylaw file and various data files. It also serves as the primary liaison between the department, municipalities and municipal interest groups.

Official Plans and Zoning Bylaws

Through provisions of the *Planning Act*, 27 municipalities have adopted Official Plans and Zoning and Subdivision Control Bylaws which enable councils to make land-use decisions within their boundaries. Prior to making recommendations for approval of the documents, a review, based on minimum standards, is conducted by staff. During the reporting period the section has overseen the approval of two new official plans and zoning bylaws. A review and recommendations on approval of 11 official plans and 34 zoning bylaws amendments were made.

An amendment to the *Planning Act* requires reviews be undertaken of official plans and bylaws which were approved prior to the amendment, and subsequently every five years thereafter. Currently, reviews on seven official plans and zoning bylaws are outstanding. Of these, three municipalities have hired consultants; three are finishing the review and preparing packages for ministerial approval; and one municipality has not begun the process.

Provincial Planning Branch

During the reporting period, the Provincial Planning Branch was staffed by a manager, a professional planner and two technical officers. Receiving its primary mandates from the province's *Planning Act* and the *PEI Lands Protection Act*, along with various government and ad hoc initiatives, the branch continues as the designated policy centre within government for land use and development in Prince Edward Island.

The Provincial Planning Branch continued to assist in sustainability initiatives both within and outside government. In addition to providing professional and technical advice to government departments and agencies and participating in numerous interdepartmental committees, the branch was involved in:

- the final regulations for the Greenwich Special Planning Area were approved under the *Planning Act* Regulations on June 29, 2000. Management of the planning area, as prescribed by regulation, has been ongoing since that time.
- the adoption of *Subdivision and Development Regulations* under the *Planning Act became* effective December 2, 2000. These regulations consolidated and re-organized the *Planning Act* Regulations, Coastal Area Regulations, Off-Shore Regulations, Scenic Heritage Roads Regulations and Fees Regulations.
- the distribution of copies of the new regulations to all interested parties, and conducted meetings with stakeholders to explain the new regulations.
- on-going reviews of Municipal Official Plans, Zoning and Subdivision and Control Bylaws, and any amendments to such documents prior to ministerial approval. In September of the reporting period, responsibility for the reviews shifted to the Municipal Affairs Branch.
- a review of portions of the *Lands Protection Act*, and the Land Identification Program, and development of amendments to the act.
- a review of applications for amendments to non-development agreements under the *Lands Protection Act*.
- a review of all subdivisions creating more than five lots, prior to final approval.
- response to recommendations contained in the Round Table Report.
- response to recommendations from the Population Strategy.

Land Identification Program

Under the Land Identification Program, the province may identify properties for non-development use. Identified properties are then prohibited from development for commercial or industrial use, and may not be subdivided. They may, however, be used for forestry, wildlife, agriculture, recreation, and permanent or seasonal residences.

Parcels having an area of five acres or more, or shore frontage of 165 feet or more, may be identified. The program applies to the acquisition of land in two situations:

1. Where land is being acquired by a person who is not a resident of Prince Edward Island, or by a corporation.
2. Where land owned by the province or an agency of the province is being sold.

Identification is automatic for all properties being sold by the province, unless determined otherwise by Executive Council. Recommendations are made to council in cases where it seems appropriate that provincially owned properties should not be identified. Recommendations to council are also prepared for applications to amend existing land identification agreements.

Responsibility for these recommendations was held by planning staff until early in February 2001, when it was transferred to staff of the Island Regulatory and Appeals Commission. The numbers of all recommendations handled by planning staff between April 1, 2000, and the transfer follow:

Land Identification Recommendations by Planning Staff

	2000-2001	1999-2000	1998-1999	1997-1998	1996-1997
For properties sold by the province	3	22	24	72	109
For amendments of existing land identification agreements	22	49	37	25	11

Office of the Provincial Fire Marshal

The Office of the Provincial Fire Marshal is staffed by the fire marshal, the deputy fire marshal, and a fire safety officer. The office administers the *Fire Prevention Act* and regulations as well as *National Fire Protection Association Safety Codes and Standards.*

The mandate of the office is to provide information, education and leadership to fire departments and various institutional, municipal and emergency service officials across the province to enhance their capabilities to protect citizens from the devastation of fire and related hazards.

The office's program delivery is divided into three areas of responsibility: Regional Services, Technical Services and Training and Education. Regional Services includes inspection of buildings, controlling building occupancies, the investigation of fires, and advisory services and enforcement assistance to local assistants. Technical Services involves review of plans, fire loss analysis, advisory and consultation on fire safety and regulations. Training and Education involves services to fire departments, the general public and occupational groups.

Cooperative efforts to reduce losses from fire continue to be pursued with agencies and associations at the community, provincial and national levels including Crime Stoppers PEI, Council of Canadian Fire Marshals and Fire Commissioners Canada, Canadian Coalition Against Insurance Fraud, Major Industrial Accidents Council of Canada, Canadian Gas Association, PEI Agricultural Chemical Spill Response Committee, Underwriters Laboratories of Canada, Canadian Petroleum Products Institute, PEI Co-op, Canadian Fire Investigation School, and Critical Incident Stress Debriefing Team PEI.

This office has provided public education presentations to approximately 30 different groups. Continued technical and administrative support is provided to the PEI Firefighters Training School where 305 firefighters have benefited from its programs. Due to the efforts of the Prince Edward Island Firefighters Association, which is supported by this office, training numbers have increased as a direct result of the availability of training in various fire halls and in more areas of the Island.

All fire departments in Prince Edward Island have received new computers and will receive training on their use during the coming year. The intention is to use the computers in providing additional training to firefighters and for the collection of fire related statistics.

The following is a statistical summary of various activities pertinent to the Office of the Provincial Fire Marshal:

Office of the Provincial Fire Marshall Activities

	2000-2001	1999-2000	1998-1999	1997-1998	1996-1997
Building inspections	545	192	186	166	195
Fire investigations	332	325	431	545	72
Building plans reviewed	220	265	255	235	184
Number of fires of incendiary nature (excluding vehicles)	40	37	47	158	168
Fire deaths	1	0	2	31	3
Fires recorded	332	325	431	545	654
Fires involving loss of more than $100,000	21	8	6	4	9
Fires involving loss of more than $1,000,000	1	3	1	0	1
Total property loss	$5,250,000	$6,300,000	$3,483,578	$3,104,473	$3,923,210

* ***Important Note****: The above fire loss records are approximations.*

911 Administration Office

Legislative authority for the administration of the 911 Emergency Response System and civic addressing is provided by the *Emergency 911 Act*. The program is based on a Memorandum of Understanding signed on June 26, 1998, between the Government of PEI, the cities of Charlottetown and Summerside, the Royal Canadian Mounted Police and Island Telecom. It became operational on May 29, 2000, one month ahead of schedule, due in part to the individual and collective commitment of all partners.

The system is designed to place a caller in contact with the appropriate emergency service in the shortest possible time. When a 911 call is made from a land-line phone, it is routed through one of three Public Safety Answering Points (PSAP). Specialized 911 software automatically draws information from a main database and presents critical information on a call-taker's screen, including the originating telephone number, the civic address of that telephone, and call transfer keys for fire, police and ambulance agencies which service that location. The system has many built-in back-up features, such as call overflow handling, quick call-back, and manual line identification functions, all of which are consistent with the interests of public safety. Situations involving multi-agency response are handled according to standard operating procedures.

Several factors and partnerships have contributed to the success of the 911 Emergency Response System. The common goal shared by all stakeholders and partners of achieving the best possible system encourages them to suggest, develop, and implement innovative solutions and improvements. The 911 Administration Office constantly communicates with all parties involved in the delivery of public safety and continues to monitor use of the system.

One such contributing factor has been the parallel implementation of a provincial civic addressing system which is geo-referenced, and directly related to coordinates of latitude and longitude. This feature, combined with digital mapping, has resulted in an extremely strong foundation which is capable of supporting the present 911 system and new technologies as they become available. The 911 Administration Office works closely with the Geomatics Section of the Taxation and Property Records Division of Provincial Treasury to monitor and maintain province-wide civic addressing data. It coordinates matters involving public and private road names, new civic address assignments and public inquiries. Geomatics creates and maintains the digital data and provides the information to Island Telecom for updating the 911 database. This section was responsible for the development of the Caris Locator product. This was originally developed as an aid for the transition to civic addressing in rural areas and is now used extensively by Emergency Service Providers, dispatch services and PSAPs to direct emergency responders to a location requesting assistance. This component of the 911 implementation project won national recognition for its innovative efforts during Technology in Government Week last year in Ottawa and has been regarded by other jurisdictions as a model for regulating these essential public safety programs.

The provincial Department of Transportation and Public Works is also an integral partner in matters involving the public road network, field signage for public roads, initial signage for private roads, and community signage. The Department of Development and Technology, through Access PEI, has been instrumental in facilitating the distribution of official civic number signs throughout rural PEI.

Public education and awareness campaign strategies have been extremely effective both prior to and after 911 implementation. With cooperation from the Department of Education, a pilot 911 school education project has become a part of the school curriculum for kindergarten to Grade 3, to help children learn the proper use of 911.

The 911 Administration Office continues to work with emergency services to provide the tools and information necessary to improve individual responsibilities and mutual aid agreements. The enabling legislation is constantly monitored and refined to ensure that it meets or exceeds both current and future needs of public safety. Components of the legislation range from illegal use of 911 to civic addressing signage standards.

Based upon a single year's experience and future vision, Prince Edward Island's 911 Emergency Response System can be regarded as a substantial commitment to providing a public safety network to protect Islanders and visitors alike.

Statistic Figures (adjusted for period April 1, 2000 to March 31, 2001)
first year of 911 Emergency Response System operation

Total 911 calls handled by three PSAPs	30,683
Handling of public inquiries (911 and civic addressing)	9,603 *
Private roads identified, named and signed	620 *
New civic address assignments	764
Amendments to civic address assignments	423
Official public road name assignments/amendments	178
Distribution of rural civic address signage "kits"	2,487
911 call complaint investigations	42
Produce certified 911 call transcripts, as per court orders	7
Public information/awareness media inserts	86 *

* Approximate figures

Emergency Measures Organization (EMO)

The Emergency Measures Organization (EMO) operates under the provisions of the *Emergency Measures Act*. The Joint Emergency Coordination Centre is in the National Bank Tower in Charlottetown. The centre also contains the federal government Office of Critical Infrastructure Protection and Emergency Preparedness Canada (OCIPEP) and the 911 Administration Office. The EMO Administration Office is located in the Access PEI Summerside centre. EMO is responsible for providing an emergency management system for the provincial government's response to major emergencies and disasters.

The PEI Emergency Measures Organization provides services in five areas of emergency preparedness: planning, exercising, education/training, operations and public information for all levels of government, industry and the private sector. The Emergency Measures Organization assists when an emergency escalates beyond the capacity of a local government, and administers special assistance programs authorized by government. The four levels of responsibility in emergency planning begin with the individual (organization, business, or agency). If the emergency exceeds the individual's capability, they refer it to the local government (municipality) helped by mutual aid.

Health and Social Emergency Planning

Residential evacuation during an emergency or disaster requires the cooperation and involvement of many government departments and volunteer agencies. In PEI, the Department of Health and Social Services is the lead government agency in establishing reception centres for evacuees.

Training and Exercising

Approximately 320 volunteers and emergency response personnel have received training over the past year. Municipal councillors, police, RCMP, Canadian Coast Guard, hospital and government personnel attended two Basic Emergency Preparedness Courses.

Situational exercises provide a valuable learning experience. The Eagle I – Charlottetown Airport

Exercise simulated a bomb threat/crash with approximately 50 victims with burns and other injuries. Exercise West Prince was conducted with the goal to evaluate emergency response plans of various agencies and to provide a training opportunity for participating staff.

Joint Emergency Preparedness Program (JEPP)

The Joint Emergency Preparedness Program, funded through OCIPEP, provides cost sharing for projects designed to improve, through cooperative ventures, national emergency response capability.

Disaster Financial Assistance Arrangements (DFAA)

The Disaster Financial Assistance Arrangement provides basic financial assistance to provinces to meet the costs of disasters that exceed the resources of the province.

Climate Change (Sustainable Communities) Health Impacts

Recent studies are pointing to concerns about climate changes that are affecting our environment, health and communities. The Emergency Measures Organization will meet the challenge of climate changes by supporting public education programs.

International Emergency Management Assistance Memorandum of Understanding

An International Emergency Management Assistance Memorandum of Understanding to provide for the possibility of mutual assistance among jurisdictions was originally proposed following a resolution of the 23rd Annual Conference of New England Governors and Eastern Canadian Premiers.

Ground Rescue Team

EMO continues to support the Ground Rescue Team through the provision of radio equipment, training facilities and topographical maps. The Ground Search and Rescue Team acquired an Emergency Command Trailer that is a resource for all first responder agencies in PEI. In support of this initiative, Borden-Carleton Police have also acquired an All Terrain Vehicle for all first responders. Projects were assisted under the federal Joint Emergency Preparedness Program

A Line Load Control System was developed to identify telephone lines that could be deemed essential during emergencies. The program includes Industry Canada and all municipalities, independent fire departments and ambulance services. It is ongoing with annual amendments.

Confederation Bridge

The Confederation Bridge has an operational emergency plan in place and has held exercises to test the capability of the key players involved in an emergency on the bridge. EMO continues to provide training to bridge personnel in emergency site management.

Emergency Preparedness Week

Emergency Preparedness Week is an annual event held each May across Canada. EMO activities during EP Week 2001 included a Ministerial Announcement of Emergency Preparedness Week in the Legislature, distributions of materials to municipalities, first responder organizations, school boards, hospitals and volunteer organizations. An open house was also held at the Joint Coordination Centre and the three levels of government were represented.

Policy and Administration

The Policy and Administration Division is a shared resource group which serves both the Department of Community and Cultural Affairs and the Office of the Attorney General.

Mandate

The mandate of the division is to contribute to the effective management of these departments through the provision and coordination of key corporate services, including financial administration, human resource management, communications, information technology support, and overall policy development. In this capacity, the division works closely with the respective ministers' offices and other divisions within the two departments. The Policy and Administration Division also serves as a point of contact for other provincial ministries, federal government agencies, community organizations and the general public.

Policy and Administration Division

- **Finance and Administration**
- **Canada-Prince Edward Island Infrastructure Program**
- **Communications**
- **Information Technology**

Finance and Administration

The Finance and Administration Section provides financial administration and human resource management services to all divisions in the Department of Community and Cultural Affairs and the Office of the Attorney General.

The scope of section responsibilities includes the following:

- strategic planning and policy direction;
- human resource planning and development;
- labour relations, benefits administration and personnel transactions;
- preparation of annual departmental budgets and quarterly fiscal forecasts;
- budget management and financial accounting;
- purchasing and inventory control;
- fleet management and telecommunications; and
- administration of federal-provincial agreements.

During the past year, the Finance and Administration Section faced the challenge of managing a transition from one department to two. In May 2000, government was reorganized and the former Department of Community Services and Attorney General was replaced by two ministries: the Department of Community and Cultural Affairs and the Office of the Attorney General. The Finance and Administration Section remains accountable to both departments and works diligently to ensure that their respective requirements are appropriately prioritized and balanced on an ongoing basis.

Canada-Prince Edward Island Infrastructure Program

The focus of the current Canada-Prince Edward Island Infrastructure Program has shifted from employment creation to the improvement of "green" municipal infrastructure. Accordingly, the program has the following target objectives:

- a minimum of 60 per cent of funds are to be dedicated to green municipal infrastructure projects; and
- a minimum of 40 per cent of funds be dedicated to rural projects. (Rural, in Prince Edward Island, is defined as all areas outside of Charlottetown, Summerside, Cornwall, and Stratford.)

The program is jointly administered by the Department of Community and Cultural Affairs and the Atlantic Canada Opportunities Agency (ACOA). Project applications had a deadline of December 1, 2000, and submissions were evaluated by a Project Selection Committee, consisting of representatives from both the provincial and federal governments, and a member from the Federation of Prince Edward Island Municipalities. A total of 147 applications representing $214 million were received for consideration.

Communications

Recognizing the importance of communication in departmental operations, the Department of Community and Cultural Affairs and the Office of the Attorney General moved to formally incorporate this responsibility within their organizations. During the year, a Communication Officer was assigned to the Policy and Administration Division, with the mandate of providing strategic communications and media relations services to both departments. The Communication Officer works closely with the respective management teams and ministers' offices.

The primary goals of this communications function were established as follows:

- to assist in issues management and planning for a proactive approach to communications issues;
- to increase public understanding of departmental programs, services and initiatives;
- to facilitate information exchange between internal and external groups; and
- to assist in the development of key messages for the departments and to verify the consistency with other government communications.

The primary functions of the Communication Officer include research and analysis, planning, issues management, information sharing, development of key messages, media relations and preparing public information such as news releases, departmental messages, speeches, ministerial statements and information documents.

Highlights and Initiatives

- participation in the Communications Committee for the Canada-Prince Edward Island Infrastructure Program;
- development of various communication tools such as news releases, advertisements, ministerial statements, speeches and other promotional materials to promote the programs and services of the departments, to share key messages and to acknowledge events, and special achievements;
- liaison with directors and staff within the departments to ensure that the ministers' offices are properly informed of issues, activities and upcoming events; and
- liaison with communication officers throughout government on various issues, announcements, and events to maintain consistency between corporate and departmental messages.

Objectives for the coming year

- continued focus on developing effective messages for ministerial statements and departmental releases of information;
- improved consistency among departmental publications and messages;
- a continued commitment to include the communications function in departmental discussions to provide for a more proactive approach to information sharing and issues management;
- development of a corporate communications strategy which will incorporate plans for improved internal and external communications; and
- increased use of Web sites to provide information on programs and services of the departments.

Information Technology

The Information Technology Section provides technology planning, network administration, security, policy development and desktop support services to the Department of Community and Cultural Affairs and the Office of the Attorney General.

The information technology environment for these departments is one that is most challenging and complex. Services are delivered from multiple sites across Prince Edward Island and various operations rely on specialized software applications. In particular, over the past few years, there has been a significant investment in new technology in the area of courthouse automation.

The following table provides an overview of the resources and services managed by the Information Technology Section:

Number of file servers administered by the section	11
Number of desktop computers supported	435
Number of users supported	471

Highlights and Initiatives

- implementation of Minimum Security Standards as defined by Treasury Board;
- installation of new network infrastructure in the Davies Courthouse to accommodate new audio mixing hardware and provision for future expansion;
- successful relocation and recovery of the Sheriffs's Office after a severe flood;
- mapping services implemented for 911 Administration Office in partnership with Provincial Treasury's GIS Section;
- approximately 65 user desktop systems were either upgraded or replaced. Over 200 systems requiring updated software and/or operating systems were completed;
- the 4th Floor of the Shaw building, the Davies Courthouse, the Provincial Courts in the Kelly Building and the Summerside Courthouse had new Cisco network switches installed, replacing the older hubs in these locations. This served to reduce network traffic considerably and enhance the performance of services to these areas;
- continuing education was again a priority, with every staff member receiving certification, re-certification or advanced training in their various areas of expertise; and
- approximately 2,400 service request calls, directed through the ITMG Helpdesk, were fielded, with most problem requests being resolved within one day.

Objectives for the coming year

- commissioning a new primary server to replace an aging unit, and migrating network operation to a Windows 2000 platform;
- continued replacement of all outdated network infrastructure such as hubs, premises wiring, slow remote connection circuits, etc.;
- installation of network monitoring agents on all manageable network devices in conjunction with a Service Level Agreement with Cymbiant (Island Tel);
- enhancements to the existing CourtSmart Digital Recording system in the Supreme Court to facilitate expansion of the system to other courthouses and to enable future video conferencing and video recording applications;
- evaluation and implementation of new office productivity software;
- development of a contingency management plan to cover all aspects of potential system failures from various hazards;
- continuing implementation and refinement of the government's Acceptable Use Policy regarding computer use, coupled with further enhancements to information security and availability;
- programming initiatives with Information Systems Delivery Section, Provincial Treasury and outside contractors to increase usability and performance to the Maintenance Enforcement suite of applications;
- development and revamping of all Planning and Inspection services database structures and development of several Web-based information systems in the justice area; and
- evaluation of all network services in conjunction with ITMG to ascertain the most cost-effective way to deliver wide-area services will be delivered in the future at the performance levels required.